

FAQs – UW Seattle Departmental Coordinators

How can I become a departmental evaluation coordinator?

IASystem coordinator access is controlled by the Office of Educational Assessment. Contact iasuw@uw.edu to complete the IASystem training and be added as a user.

What if I want to request an evaluation for a course that isn't listed in IASystem?

After the 10th day of the term, all courses included in the current UW Time Schedule are imported in to IASystem. If a course doesn't appear, ask your department course manager to update the UW Time Schedule. By the following Tuesday it should be reflected within IASystem. If you still do not see the course, contact iasuw@uw.edu.

How should I choose the "start" and "end" dates for an online evaluation?

The evaluation should be conducted sometime in the last one to two weeks of the quarter - ask the instructor which time period will fit best in the flow of the class. The optimum "open period" is about eight days. This duration will provide two reminder emails for non-responding students.

What is the "reports available date" and can I change it?

The reports available date controls when faculty can directly access their course summary reports in the IASystem faculty portal. A default date is set based on the day after UWS grade submission. This date may be changed if the grades for a particular course will be submitted on a different date. **Faculty must never get access to course evaluation reports until AFTER GRADES HAVE BEEN SUBMITTED.**

Who should receive Hi/Lo, Ratings Summary or Evaluation List reports?

These reports are designed for deans and chairs. They can be distributed by coordinators or directly accessed by deans and chairs in the IASystem application. Starting Fall 2014, deans and chairs will be added to IASystem and scoped to the appropriate college, school or department for which they have purview. If your dean or chair does not yet have access, please contact iasuw@uw.edu.

(Please note: Dean/Chair access is limited to reports only; they cannot setup or manage evaluations.)

What is the Participant Report?

After the evaluation is closed, you can generate a Participant Report in the View Evaluation section of IASystem. This report lists the names of students who have completed the evaluation. This report may be used to award points or other incentives for completing the course evaluation.

(Please note: To maintain anonymity, if there are less than 5 respondents, a Participant Report cannot be generated.)